**Office Memorandum • UNITED STATES GOVERNMENT

TO

: Chief, Plans and Policy Staff

DATE: 12 April 1956

FROM : Chief, Basic School

SUBJECT: Weekly Activities Report #15
6 April - 12 April 1956

- 1. SIGNIFICANT ITEMS None.
- 2. OTHER ACTIVITIES

a. Clerical Training

- (1) During the week of 2 April there were 30 people in Clerical Induction Training and 9 in Clerical Orientation.
- (2) Plans are being made to handle the large group of clerical trainees who come on duty during the summer months, and who are trained by Clerical Orientation prior to job assignment. Space for fifty persons has been requested for the period 1 July to 1 October 1956.
- (3) Clerical Training is endeavoring to meet a special ORR request for typewriting training for professional personnel. Plans are being formulated to offer this training during working hours, one hour a day, for six weeks. It is hoped that the program can be scheduled from 16 April through 25 May.

b. Basic Orientation

- (1) On Friday, 6 April, the Basic Orientation staff discussed a revised two-week schedule for the Intelligence phase of the course.

 are preparing a final schedule at the present time. When this has been completed a tentative three-week program, highlighting the American Thesis, will be prepared and made the subject of discussion.
- (2) The Intelligence Products Exhibit, shown in Tuesday, 10 April, was attended by approximately 250 Agency personnel.
- (3) was enrolled in the War Planning Staff Course on Tuesday, 10 April.

c. Management Training

- (1) OSI is proceeding with plans for a Management Conference the week of 21 May. About 23 April, will give a preliminary briefing to the group, which is composed of branch chiefs, division chiefs, deputies, and the AD/SI.
- (2) Basic Management #23 (GS-11 GS-13) was concluded on 6 April, with 20 students. Approved For Release 2005/11/17: CIA-RDP58-0003FA00036055-5

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FLD NO

NEXT REV DATE OF REV DATES

CLASS/ (DECLASS)

CREATION DAT

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Basic Supervision #18 began on 9 April with 18 students, GS-9 - GS-11. (3) At the request of LETS and the Administrative Staff, [25X1 visited the Cornell campus on 30 and 31 March. His immediate task, to secure consideration of two Agency nominees for the Executive Development Program held on the campus during the summer, was carried out. In addition, was able to study the content, purpose, and direction of two management training programs held on the Cornell campus. Ultimately it will be possible to offer some basic guidelines to the OTR committees which are charged with the responsibility of selecting Agency personnel for sponsored external management training. A first step in this direction will be a report from Management Training through the Chief, Basic School to the Chief, LETS, on the content of these courses and their relevance to Agency management training needs. d. <u>Orientation</u> and Briefing (1) On 3 April, the Chief, OB, attended the Intelligence Advisory Committee Meeting. Of particular interest to OTR is the fact that during the meeting Mr. Sherman Kent, AD/ONE, told the IAC members about the development of intelligence literature and asked them to give consideration to making contributions. (2) A request was received from the Department of State for the Chief, OB, to conduct another special program for the Junior Foreign Service Officers. This program will be conducted on Wednesday, 18 April, on our premises. (3) On 10 April, the twentieth CIA Review was conducted, with an audience of 15. Administrative Training has indicated that the rough drafts of the Tradecraft Handbook written by ___will be available for 25X1 reproduction at the end of this week. (2) SSA/DDS, brought in a review and outline of the planned cable refresher course for DD/S personnel. will confer with of the Signal Center, coordinating 25% our contribution to the course. It is planned that instruction will be presented separately to each DD/S component; therefore, cable problems will have to be tailored to fit each group. The first of these four-hour cable sessions will begin 1 May and continue on a weekly basis through June 1956, with a maximum enrollment of 25 students per session. (3) Arrangements have been made with □for a joint CSR_ Operations Support showing of the film in the auditorium on 20 April.

25X1	Approved For Release 2005/17/17: CIA-RDP58-00039A000500030055-5 CONFIDENTIAL (4) presented lectures in the current Basic Orientation course.	- galleria
	(1) During the month of May, instructor in Clerical Orientation, will be on a vacation trip in Europe. Plans are being made for other instructors in Clerical Training to assist the Chief, Clerical Orientation, during absence.	25X 25X
	Chief, Basic School	25X

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